OPEN EXAMINATION



EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, MEDICAL CONDITION, PHYSICAL DISABILITY, MENTAL DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

PSYCHIATRIC TECHNICIAN TRAINEE (SAFETY)

CONTINUOUS TESTING OPEN SPOT FOR ATASCADERO, COALINGA, METROPOLITAN, AND PATTON STATE HOSPITALS

SALARY RANGE: \$2,385 - \$2,610

The salaries in this bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

WHERE TO APPLY ATASCADERO STATE HOSPITAL

EMPLOYMENT OFFICE 10333 EL CAMINO REAL P.O. BOX 7005

ATASCADERO, CA 93423-7001 (805) 468-3384 / TDD (805) 468-2009

METROPOLITAN STATE HOSPITAL 11401 SOUTH BLOOMFIELD AVE. NORWALK, CA 90650

(562) 863-7011 / TDD (562) 863-1743

COALINGA STATE HOSPITAL SELECTION SERVICES UNIT

P.O. BOX 5002 COALINGA, CA 93210

(559) 935-4305 / TDD (559) 935-7120

PATTON STATE HOSPITAL HUMAN RESOURCES-EXAMS/HIRING 3102 EAST HIGHLAND AVENUE **PATTON, CA 92369** (909) 425-7000 / TDD (909) 862-5730

Submit an application to one address indicated above. This location is where you would like you list eligibility established. Do not

submit applications to the State Personnel Board.

TESTING RESTRICTION The testing period for this classification is 12 months. You may not test for this classification more than once in a testing period. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs, within the last 12 months, you are not eligible to compete in this examination.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark 'yes' on Question #2 on the "Examination and/or Employment Application". You will be contacted to make specific arrangements.

APPLICATION DEADLINE

CONTINUOUS TESTING - NO APPLICATION DEADLINE. Testing is considered continuous as examining dates may be set at any

EXAM PLAN

This examination will consist of a Qualifications Appraisal Interview only, weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISOUALIFIED.

This is an open examination. Applications will not be accepted on a promotional basis.

MINIMUM OUALIFICATIONS NOTE: All competitors must meet the education and/or experience requirements for this examination by the application deadline date.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications/resumes received without this information will be rejected.

Enrollment in a Psychiatric Technician training program accredited by the California Board of Vocational Nurse and Psychiatric Technician Examiners. (Applicants who are eligible for enrollment in an accredited program will be admitted to the examination and may be appointed in the next lower class of Psychiatric Technician Training Candidate, but they must be enrolled before they will be eligible for appointment to this class.) AND

Education: Equivalent to completion of the 12th grade. (Enrollment as a senior in the last semester of high school will admit applicants to the examination, but they must submit evidence of completion before they can be considered eligible for appointment.)

SPECIAL PERSONAL CHARACTERISTICS

An interest and willingness to work in a State hospital for diagnostic and treatment services; willingness, as a trainee, to do routine or detailed work; ability to handle stressful situations; patience; tolerance; tact; alertness; neat personal appearance; and hearing and vision required for successful job performance.

SPECIAL PHYSICAL CHARACTERISTICS

Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, or the public.

JOB DESCRIPTION

Under close supervision and in a training capacity, to participate in the treatment programs of a State hospital for the mentally disabled; to acquire knowledge, skills, and attitudes needed to provide a basic level of general behavioral and psychiatric nursing care to the mentally disabled; and to do other related work. Incumbents assist licensed staff with custody tasks, which include: searching for drugs, contraband, and weapons; counting, distributing, and accounting for all utensils to prevent their use as weapons; inspecting forensic clients' mail and living areas for hazardous contraband; inspecting the facility to identify security breaches that could lead to forensic client escape; observing and intervening in forensic client behavior that may injure people, damage property, or signal an impending escape attempt; and escorting forensic clients to other areas of the facility.

It is an objective of the state of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

POSITION LOCATION(S)

Positions exist at Atascadero, Coalinga, Metropolitan, and Patton State Hospitals.

EXAM INFORMATION In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Ability to:

- Communicate effectively.
- 2. Acquire general behavioral and psychiatric nursing knowledge, skills, and attitudes.
- 3. Apply basic nursing knowledge and understanding of the behavior of mentally disabled clients.

ELIGIBLE LIST INFORMATION

Each hospital/facility will establish its own list. Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE Veterans Preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDIT.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Examination Unit at the testing facility three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of the Employment Development Department, and the location(s) noted on this bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who will take this test, and all competitors who pass will be ranked according to their scores.

The Department of Mental Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled at the spot location of the examination; however, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel office or at the State Personnel Board.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment record and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the competitor's ability to accept and fulfill increasing responsibilities than to the length of her/his experience. Evaluation of a competitor's personal development will include consideration of her/his recognition of her/his training need; her/his plans for self-development; and the progress she/he has made in her/his efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD Device.